

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date June 26, 1980		Division of Physical Health Emergency/ Occupational/ Radiological Health Unit 618 Ponce de Leon Avenue, N. E. Atlanta, Georgia 30308		Application Number 80-303	
Application Number 80-17				Date Received JUL 3 1980	
				Date Completed JUL 17 1980	
2. Person to Contact		Working Title		Telephone Number	
Richard Osgood		Environmental Specialist		894-4394	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest 1977 to present		Non-Community Ground Water Program Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
<p>The Division of Physical Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the monitoring of supplies of drinking water; and the daily State-wide program of registration, statistical coding, certification, and preservation of certificates for births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.</p> <p>The Emergency/ Occupational/ Radiological Health Unit has the responsibility to inspect and license, develop State rules and regulations for, provide consultation and technical assistance to all ambulance services in the State, and coordinate development and implementation of regionalized EMS services; in cooperation with Georgia Department of Natural Resources, conducting a program for monitoring water suppliers in accordance with the Georgia Safe Drinking Water Act of 1977, Chapter 391-3-5; investigate noise complaints, review industrial accident reports from the Labor Department, assist in establishing employee health services in industry, inspect industrial facilities for occupational health problems, and where warranted, recommend solutions; inspect facilities of users of radioactive material and x-ray machines, review construction plans for facilities housing radioactive material and x-ray machines, issue permits to users of radioactive material, register x-ray machine users, and train county sanitarians for microwave oven inspections.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: carrying out the plan, as designated by the Georgia Safe Drinking Water Act of 1977 (Non-Community Ground Water), through contractual agreements with Georgia Department of Natural Resources.					
Included are: Human Resources forms and letters which serve to monitor water suppliers to assure safe-drinking water. These various forms and letters serve as: notifications concerned with failure to comply with Rules for Safe Drinking Water; precautions to take on informing the public; conditions which must be met for compliance with the Georgia Safe Drinking Water Act of 1977; and reminders as to penalties for failure to comply as provided in the Act -- 3850 (Memorandum of Visit or Contact /to or with supplier of drinking water/); 3846 (Certified Mail No. - Re: Microbiological MCL Violation); 3845 (Certified Mail No. Re: Nitrate MCL Violation); 3848 (Letter from Supplier Stating Intention to Comply with Rules for Safe Drinking Water); 3847 (Letter to Rater Supplier - Notification of Failure to Comply with Certain Specific Rules for Safe Drinking Water); 3849 (Public Notice /to be posted/ Failure to Monitor Maximum Contaminant Levels /for calendar quarter in accordance with Rules for Safe Drinking Water);					
The file is arranged: alphabetically by county; thereunder, alphabetically by facility.					
8. Daily Reference Rate - o often we records referred to which are:					
One to six months old frequent; Seven to twelve months old frequent; Thirteen to twenty-four months old frequent; twenty-five months and older ?					
9. Annual Rate of Accumulation of Records					
Letter-size drawers 12 1/2; Legal-size drawers; Shelves; Other (Specify)					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
*	X	a. Is this the official copy of the series? Dept. of Natural Resources records -- initial work performed If not, where is it? by DHR before transferring records to DNR
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
*	X	d. Does this series have historical or long term research value? at least part of the file - DNR to schedule
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
*	?	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. DNR to schedule
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
*	?	j. Does the record series result in a computer printout? information on computer - DNR to schedule

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed as reference to assure compliance with Georgia Safe Drinking Water Act of 1977 - as
as requested by DNR.

* This schedule will transfer all paperwork to DNR which has ultimate accountability.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

Federal (Oct. 1 - Sept. 30)

- ☒ Hold in the current files area _____ month(s) 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Transfer to Georgia Department of Natural Resources
ENVIRONMENTAL PROTECTION DIVISION
WATER SUPPLY SECTION

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert D. O'Neal</i>	06/25/80	<i>Elizabeth W. Crank</i>	6/25/80
<p>Elizabeth W. Crank, CRM State Records Committee (Signature)</p>			
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p>			
State Auditor/Designee	<i>[Signature]</i>	7-16-80	
Secretary of State/Designee	<i>Carroll Hunt</i>	7-14-80	
Attorney General/Designee	<i>[Signature]</i>	7-16-80	

Application for Records Retention Schedule

Non-Community Ground Water Program Files

Continuation - Page 3

7. 3843 (Certified Mail to supplier of drinking water Re: Failure to Monitor--collect and submit drinking water samples for calendar quarter _____); and ,3844 (Letter to Supplier Re: Public Notice (Failure to Monitor) -- (posted notice may be discontinued since sample of water have been collected). Also included in this files series are Georgia Department of Natural Resources forms: EPD-WS-25 (Public Water System Sanitary Survey Form for Non-Community Ground Water Systems); unnumbered form (Request for Water Sample Shipping Case Community and Non-Community Water Supplies); EPD 1.6 (Well or Spring Water Plant Report); EPD 7.77 (Application for a Permit to Operate a Public Water System); and data processing form EPD-WS-30 (Inventory of Public Water Supplies).